



JOB DESCRIPTION

Position Title: **Chief Fire Administrator**

Working Area: **EMS/Fire/Rescue**

Class Code: 3303

Exempt

EEO Code: 01

Effective Date: August 29, 2002

Major Function

Administrative and professional work in the management and direction of the EMS/Fire/Rescue Division.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Actively serves as division head in managing all areas of the EMS/Fire/Rescue Division's operations, budget preparation, equipment, and manpower. Conducts manpower/staffing utilization analysis and recommends effective utilization of policies and procedures in conjunction with the budgetary process. Evaluates the need for and recommends the purchase of equipment, fire apparatus, and operating supplies in conjunction with budget preparation.

May respond to select fire, rescue, emergency medical alarms, and may direct the activities at scenes of structural and other major fire-related emergencies, medical emergencies, serious trauma situations, disasters, and other rescue related emergencies. Coordinates emergency activities with other agencies in first response or mutual aid situations.

Selects and effectively recommends, for final approval by the Director of Public Safety, hiring, performance evaluation, promotion, termination, disciplinary and/or commendatory actions. Prepares and presents division head level response to employee appeals and grievances.

May direct the presentation of variety of statistical analysis (i.e., response times, personnel utilization, and equipment utilization) with recommendations for improved performance and efficiency.

Develops division policies and procedures pertaining to operations.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Through knowledge and skill in the application of the principles and practices of rescue, emergency medical services, and firefighting, including equipment, apparatus, and personnel utilization. Considerable knowledge of the geography of Seminole County is desirable, including principal and potential fire hazards.

Considerable ability to plan, evaluate, assign, and coordinate activities performed by EMS/Fire/Rescue Division. Ability to effectively manage in an emergency situation. Ability to effectively manage assigned personnel and resources. Ability to communicate effectively both orally and in writing.

Bachelor's Degree in Fire Engineering or Public Administration and five (5) years experience in fire suppression, rescue and EMS operations, three (3) years of which must have been in a responsible supervisory capacity comparable to the rank of Assistant Chief or Deputy Chief. Master's Degree in Public Administration, Business Administration, or certification as a Certified Emergency Manager (CEM) is desirable.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Must possess a certificate of compliance from an approved State of Florida minimum standards firefighting course.

New hires must have abstained from use of tobacco products for twelve (12) months prior to application with Seminole County (Florida Statute 633.34)

Must possess and maintain a valid Florida Driver's License.

Working Conditions

Incumbent performs both administrative and firefighting duties. Office duties are performed sitting at a desk, table or workstation. Responses to EMS/Fire/Rescue alarms will expose incumbent to fire, chemical hazards, adverse weather conditions, smoke, fumes, dirt, and other toxins. Incumbent must follow established safety precautions and procedures.